

Guidelines for Claiming Withholding Tax Credits through the Iowa Department of Revenue eFile & Pay System

Updated 08/2012



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1. Introduction

- Report withholding tax credit claims by tax credit type and certificate number through the Iowa Department of Revenue eFile & Pay system
- Allows the Department of Revenue, community colleges, and cities to better track tax withholding tax credit claims and payments



1.1. Tax Credit Type

- Currently there are four withholding tax credit programs:
 - New Jobs Training Tax Credit (260E) (NJC)
 - Supplemental New Jobs Training Tax Credit (SJC)
 - Accelerated Career Education Tax Credit (ACE)
 - Targeted Jobs Withholding Tax Credit (TJC)
- Eligibility arises through contracts with community colleges (NJC/SJC and ACE) or pilot project cities (TJC)
- You can claim an SJC only when you have an NJC contract and meet certain criteria established by the Iowa Economic Development Authority



1.2. Certificate Number

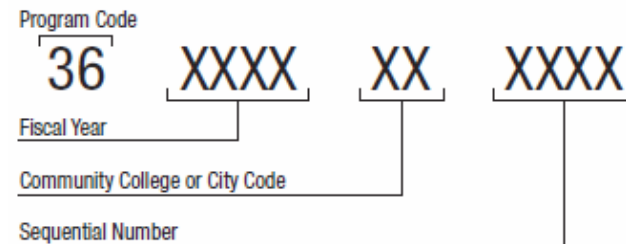
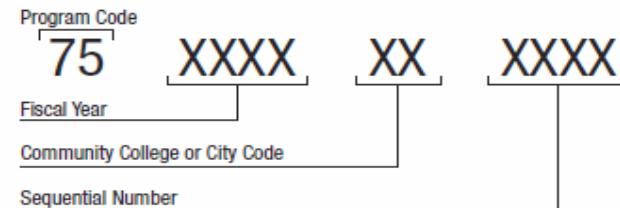
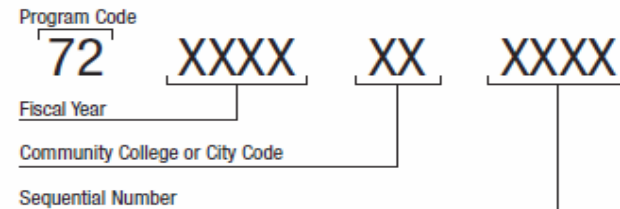
- You should have a 12-digit certificate number for each withholding tax credit agreement. The numbers have the following structure:

XX	XXXX	XX	XXXX
Program Code	Fiscal Year	Community College or City code	Sequential Number

1.2. Certificate Number

Program Code:

- 72- New Jobs Training Tax Credit (260E) (NJC)
- 72- Supplemental New Jobs Training Tax Credit (260E) (SJC)
- 75- Accelerated Career Education Tax Credit (ACE)
- 36- Targeted Jobs Withholding Tax Credit (TJC)





1.2. Certificate Number

Community College Code for NJC/SJC and ACE

01	Northeast Iowa Community College
02	North Iowa Area Community College
03	Iowa Lakes Community College
04	Northwest Iowa Community College
05	Iowa Central Community College
06	Iowa Valley Community College
07	Hawkeye Community College
09	Eastern Iowa Community College
10	Kirkwood Community College
11	Des Moines Area Community College
12	Western Iowa Tech Community College
13	Iowa Western Community College
14	Southwestern Community College
15	Indian Hill Community College
16	Southeastern Community College



1.2. Certificate Number

City Code for TJC

01	Sioux City
02	Fort Madison
03	Council Bluffs
04	Burlington
05	Keokuk



2. Tax Credit Claim Process

- Following provides a step-by-step guide for claiming a withholding tax credit through the Iowa Department of Revenue eFile & Pay system (www.iowa.gov/tax)
- Remit payments to the respective city or the community college before you claim any tax credits



2.1. Preparation

To claim a withholding tax credit, before logging into the Iowa Department of Revenue eFile & Pay system, you will need:

- A certificate number for each active withholding tax credit agreement
 - If you do not know the certificate number(s) for the New Jobs Training Tax Credit (260E), the Supplemental New Jobs Training Tax Credit, or the Accelerated Career Education Tax Credit (ACE), please contact the community college(s)
 - If you do not know the certificate number for the Targeted Jobs Tax Credit, please contact the city or the Department of Revenue (515-281-0412, IDR-TaxCredits@iowa.gov)
- The amount of tax credit claim for each certificate
 - If you are not sure of the amount that you can claim, please contact the community college or the city for information on how to calculate the credit

2.2. Login Process

Log into the Iowa Department of Revenue eFile & Pay system
Enter your Business eFile Number

Welcome >

All error and informational messages will display at the top of the screen, below the title.

Login

Business Taxes:

Enter your BEN, select Business Taxes, and press CONTINUE.

Business eFile Number (BEN): (8 digit number mailed to you)

☒ Business Taxes (Withholding, Sales, Use, LPG Fuel, and Motor Fuel)

Individual Income/Corporation Income ePayments:

Not enrolled? [Click here.](#)

Enrolled? Enter your BEN, select Individual Income/Corporation Income ePayments, and press CONTINUE.

Business eFile Number (BEN): (8 digit number mailed to you)

☐ Individual Income/Corporation Income ePayments
(IA1040/IA1040ES;IA1120/IA1120ES)

CONTINUE

The Welcome screen will always be the point-of-entry for eFile & Pay.

2.2. Login Process

Enter your User ID and Password

The screenshot shows the login interface for the eFile & Pay system. At the top, a header bar displays the Business eFile Number (88771475) and Name (LEGALNM- 1154) on the left, and links for FAQs, Help, and IDR Home on the right. Below the header, a 'Log In' button with a right-pointing arrow is visible. A paragraph of instructions follows: 'Please enter your User ID and Password, then press LOG IN. If you accessed eFile & Pay system by telephone for the first-time, before you used the web, please enter your 8 digit telephone password to gain access.' The main login area is a light blue box titled 'User Authentication'. It contains pre-filled fields for 'Business eFile Number: 88771475' and 'Legal Name: LEGALNM- 1154'. Below these are two input fields: 'Enter User ID:' and 'Enter Web Password:'. At the bottom of the box are two buttons: 'EXIT' and 'LOG IN'. The footer section is orange and contains contact information: 'For Assistance, Contact' followed by phone numbers (1-866-50-eFile, 866-503-3453 for Iowa/Omaha/Quad Cities; 515-281-8453 for outside Iowa) and an email address (efile@idrf.state.ia.us). It also lists the operating hours (Monday-Friday, 8 am to 4:15 pm CT) and a link to the Privacy/Security page.

Business eFile Number: 88771475 Name: LEGALNM- 1154 [FAQs](#) | [Help](#) | [IDR Home](#)

Log In ➤

Please enter your User ID and Password, then press LOG IN. If you accessed eFile & Pay system by telephone for the first-time, before you used the web, please enter your 8 digit telephone password to gain access.

User Authentication

Business eFile Number: 88771475

Legal Name: LEGALNM- 1154

Enter User ID:

Enter Web Password:

EXIT **LOG IN**

For Assistance, Contact

1-866-50-eFile
(866-503-3453)
(in Iowa; Omaha; Quad Cities)

515-281-8453
(outside Iowa)

efile@idrf.state.ia.us
(email address)

Monday-Friday, 8 am to 4:15 pm CT

[Privacy/Security](#)

2.2. Login Process

Main Menu ➤

DEMO ON/OFF

Press this button to demo system.

Select an Option

Select a tax type to file a return and make a payment.

- [Consumer Use](#)
- [Motor Fuel Tax](#)
- [Sales](#)
- [Withholding](#)

Select an administrative function to perform.

- [Add/Edit Users](#)
- [Change a Profile](#)
- [Make a Payment](#) (You must efile Return first)
- [Cancel a Payment](#)

View "e" History

- [View Returns "e" History](#)
- [View Payments "e" History](#)
- [View Cancelled Payments "e"History](#)

EXIT

Choose "Withholding"



Select the tax type for which you wish to file.

2.2. Login Process

Select your withholding permit number

Select a Permit



Select Permit Number to file for, then press CONTINUE.

Select a Permit Number

Permit Number:

IMPORTANT! Do Not use your browser's BACK button. To return to a previous page within this application, use the navigation buttons at the bottom of the page.

Find and select the permit number for which you wish to file.

2.2. Login Process

Select Tax Period and Return Type (Annual, Quarterly, Monthly, or Semi-Monthly)

Withholding Menu >

Select a filing option and a period date. If you select a date in the past, the system will ask if you would like to file an amended return if there is already a return on file for that period.

For help, please view the [Iowa Withholding Help](#) page.

Select an option then select the period

Select a filing option and a period, then press CONTINUE.

☒ File a Return For: Jan 1 - Mar 31, 2010 Quarterly Return

☐ File an Annual VSP Report For: Jan 1 - Dec 31, 2009

BACK CONTINUE

IMPORTANT! Do Not use your browser's BACK button.
To return to a previous page within this application, use the navigation buttons at the bottom of the page.

Choose the correct tax period from the drop-down list.



2.3. Quarterly/Annual Return Instructions

- After selecting a tax period for a quarterly/annual return, the withholding tax credit claim schedule should appear as the next screen
- Screen will contain the tax credit type and certificate number for all your active withholding tax credit agreements

2.3. Quarterly/Annual Return Instructions

Withholding Tax Credit Claim Schedule

If you cannot see this screen, go to Page 18 and 19 for trouble shooting steps

Withholding Quarterly Schedule

Period: Jul 1 - Sep 30, 2012 **Due Date:** October 31, 2012

NJC - New Jobs Training Credit (260E)

Certificate: 722010100003 \$

NJC SubTotal: \$ 0.00

SJC - Supplemental Jobs Training Credit (260E)

Certificate: 722010100003 \$

SJC SubTotal: \$ 0.00

TOTAL CREDITS \$ 0.00

CALCULATE

BACK **CONTINUE**



2.3. Quarterly/Annual Return Instructions

- If this new screen does not appear, take the following steps:
 - Determine if your withholding permit number is the same as your federal employer identification number (FEIN) used in the withholding tax credit agreement
 - If not, you can contact the community college or the city to change the FEIN number in the agreement and inform the Iowa Department of Revenue regarding the change, or
 - Change the withholding permit number at <http://iowa.gov/tax/forms/apps.html>
 - Determine if your withholding tax credit agreement is still active
 - If the agreement has expired, you cannot make any new claims



2.3. Quarterly/Annual Return Instructions

- If you cannot find the correct certificate number on the screen, take the following steps:
 - Determine if your withholding tax credit agreement is still active
 - If the agreement has expired, you cannot make any new claims
 - Verify your certificate number
 - Contact the community college, the city, or the Department of Revenue (515-281-0412, IDR-TaxCredits@iowa.gov)

2.3. Quarterly/Annual Return Instructions

Withholding Tax Credit Claim Schedule

Enter the amount of
tax credit claims after
each certificate

Click "CALCULATE"

Subtotals and total
credits will be
calculated
automatically

Click "CONTINUE"

Withholding Quarterly Schedule

Period: Jul 1 - Sep 30, 2012 **Due Date: October 31, 2012**

NJC - New Jobs Training Credit (260E)

Certificate: 722010100003 \$ 2700 .00

NJC SubTotal: \$ 2700.00

SJC - Supplemental Jobs Training Credit (260E)

Certificate: 722010100003 \$ 1250 .00

SJC SubTotal: \$ 1250.00

TOTAL CREDITS \$ 3950.00

2.3. Quarterly/Annual Return Instructions

Withholding Tax Return

The credit amount will pre-populate based on information entered on the tax credit claim schedule

After completing all noncredit fields, click "CONTINUE"

Withholding Quarterly

Period: Jul 1 - Sep 30, 2012 **Due Date: October 31, 2012**

1 Total Tax Withheld This Quarter ?	1	\$ 50000 .00
2 Less Monthly Deposits ? View Deposit History	2	\$ 30050 .00
3 Less Credits ?	3	\$ 3950.00
4 Balance Due ?	4	\$ 16000.00
5 Penalty ?	5	\$ 0.00
6 Interest ?	6	\$ 0.00
7 TOTAL AMOUNT DUE ?	7	\$ 16000.00

CALCULATE

BACK **CONTINUE**

2.3. Quarterly/Annual Return Instructions

Verification and Confirmation Screen

Review all entered information

Click "SUBMIT"

Confirmation page will appear

Permit Number: 44-999999-999 Name: ABCDEFG Company Incorporated [FAQs](#) | [Help](#) | [IDR Home](#)

Withholding ? Verify Quarterly Return ➤

Please review the information shown below. To make corrections, click EDIT. To save your tax information and continue filing later, click SAVE & FINISH LATER. To continue filing, click SUBMIT.

For instructions on completing your Quarterly Return, please view the [Iowa Withholding Help](#) page.

Verify Withholding Quarterly Return

Period: Jan 1 - Mar 31, 2012 Due Date: April 30, 2012

1 Withholding This Quarter	1	\$ 0.00
2 Less Deposits	2	\$ 0.00
3 Less Credits	3	\$ 3950.00
NJC - New Jobs Training Credit (260E) Certificate: 722010100003 \$ 2700.00		
SJC - Supplemental Jobs Training Credit (260E) Certificate: 722010100003 \$ 1250.00		
Total Credits		\$ 3950.00
4 Balance Due	4	\$ 0.00
5 Penalty	5	\$ 0.00
6 Interest	6	\$ 0.00
7 TOTAL AMOUNT DUE	7	\$ 0.00

[EDIT](#) [SAVE & FINISH LATER](#) [SUBMIT](#)

IMPORTANT! Do Not use your browser's BACK button. To return to a previous page within this application, use the navigation buttons at the bottom of the page.

2.3. Quarterly/Annual Return Instructions

Confirmation Page

Confirmation Information

Period: Jul 1 - Sep 30, 2012

Due Date: October 31, 2012

Confirmation Number: 12345678910

Confirmation Date and Time: 10/09/2012 10:10 pm CT

User ID: 0001

Payment Information

You have selected to pay by credit card or ACH Credit. You will complete these payments outside of the eFile & Pay System.

[Click to make a credit card payment.](#)

[Click for more information on ACH Credit.](#)

Withholding - Quarterly Return Information

1 Total Tax Withheld This Period	1	\$ 0.00
2 Less Credits	2	\$ 2800.00
	NJC,Cert#:722010100003	\$2800.00
	Total Credits	\$2800.00
3 Balance Due	3	\$ 0.00
4 Penalty	4	\$ 0.00
5 Interest	5	\$ 0.00
6 TOTAL AMOUNT DUE	6	\$123,456.00

MAIN MENU

PRINT

EMAIL

EXIT



2.3. Quarterly/Annual Return Instructions

■ Print the Confirmation Page

- ☐ If you claim the New Jobs Training Tax Credit (260E), the Supplemental New Jobs Training Tax Credit, or the Accelerated Career Education Tax Credit (ACE), send the confirmation page to the community college(s)
- ☐ If you claim the Targeted Jobs Withholding Tax Credit, keep the confirmation page for your records



2.3. Quarterly/Annual Return Instructions

If Someone Files for You

- If a payroll agent files your quarterly withholding tax return and does not timely provide you with the confirmation page, you can access it yourself through the following steps:
 - 1) After your return is filed, log into the eFile & Pay system
 - 2) On the “Main Menu” screen, click on “View Return History”
 - 3) Click on the confirmation number of the return needed
 - 4) Print the confirmation page
 - 5) Send the printed confirmation page to your community college



2.4. Monthly/Semi-Monthly Return Instructions

- Withholding tax credit claim schedule will only appear when filing a quarterly/annual return
- If you file monthly or semi-monthly, continue to remit monthly/semi-monthly payments to the community college or city
- Continue to claim the tax credits on the monthly or semi-monthly deposit schedule filed through eFile & Pay system

2.4. Monthly/Semi-Monthly Return Instructions

Monthly Deposit Schedule

Withholding Monthly Deposit

Period: Jan 1 - Jan 31, 2010

Due Date: February 15 , 2010

1 Total Tax Withheld This Period	<input data-bbox="940 657 1003 706" type="text" value="?"/>	1	\$	<input data-bbox="1648 673 1711 706" type="text" value=".00"/>
2 Less Credits	<input data-bbox="619 738 682 787" type="text" value="?"/>	2	\$	<input data-bbox="1648 755 1711 787" type="text" value=".00"/>
3 Balance Due	<input data-bbox="619 820 682 868" type="text" value="?"/>	3	\$	<input data-bbox="1564 836 1648 868" type="text" value="0.00"/>
4 Penalty	<input data-bbox="535 917 598 966" type="text" value="?"/>	4	\$	<input data-bbox="1564 933 1648 966" type="text" value="0.00"/>
5 Interest	<input data-bbox="546 1047 609 1096" type="text" value="?"/>	5	\$	<input data-bbox="1564 1063 1648 1096" type="text" value="0.00"/>
6 TOTAL AMOUNT DUE	<input data-bbox="766 1177 829 1226" type="text" value="?"/>	6	\$	<input data-bbox="1564 1193 1648 1226" type="text" value="0.00"/>



2.4. Monthly/Semi-Monthly Return Instructions

- Keep details on monthly/semi-monthly claims by tax period, tax credit type, and certificate number
- When you file the quarterly withholding return, follow the Quarterly/Annual Return Instructions

2.5. Amended Claim Instructions

If you need to make changes to previous credit claims, file an amended return

Withholding Menu >

An original return is already on file. To amend this return please click on the option below next to 'Amend a return for', then click Continue.

Select a filing option and a period date. If you select a date in the past, the system will ask if you would like to file an amended return if there is already a return on file for that period.

For help, please view the [Iowa Withholding Help](#) page.

Select an option then select the period

Select a filing option and a period, then press CONTINUE.

☐ File a Return For: Mar 16 - Mar 31, 2010 Semi-Monthly Deposit

☐ File an Annual VSP Report For: Jan 1 - Dec 31, 2009

☒ Amend a Return For: Jan 1 - Mar 31, 2010

* Display Only

BACK **CONTINUE**

IMPORTANT! Do Not use your browser's BACK button.
To return to a previous page within this application, use the navigation buttons at the bottom of the page.

The red error message (see above) will appear if a return is already on file for the period. If you wish to file an amended Quarterly Return, click Continue.

2.5. Amended Claim Instructions

If you amend returns for tax periods prior to the third quarter of 2012, the withholding tax credit claim schedule will NOT appear. You can amend the return using the old schedule as follows:

Withholding Quarterly

Period: Jan 1 - Mar 31, 2010 Due Date: April 30, 2010

1 Total Tax Withheld This Quarter ?	1	\$ <input type="text"/> .00
2 Less Monthly Deposits ? View Deposit History	2	\$ <input type="text"/> .00
3 Less Credits ?	3	\$ <input type="text"/> .00
a. NJC - New Jobs Credit \$ <input type="text"/> .00		
b. SJC - Supplementary Jobs Credit \$ <input type="text"/> .00		
c. ACE - Accelerated Career Education Credit \$ <input type="text"/> .00		
d. TJC - Targeted Jobs Credit \$ <input type="text"/> .00		
Total Credits \$ 0.00		
4 Balance Due ?	4	\$ 0.00
5 Penalty ?	5	\$ 0.00
6 Interest ?	6	\$ 0.00
7 TOTAL AMOUNT DUE ?	7	\$ 0.00

[CALCULATE](#)

[BACK](#) [CONTINUE](#)



2.5. Amended Claim Instructions

- If you amend returns for the third quarter of 2012 or later tax periods, follow the Quarterly/Annual Return Instructions or Monthly/Semi-Monthly Instructions provided



Questions?

Call the Department of Revenue

Phone: 515-281-0412

Email: IDR-TaxCredits@iowa.gov